



City of Santa Clara  
Building Division  
1500 Warburton Ave.  
Santa Clara, CA 95050  
www.santaclaraca.gov

Building Division: 408-615-2440  
Email: Building@santaclaraca.gov  
Permit Center: 408-615-2420  
Email: PermitCenter@santaclaraca.gov  
Automated Inspection Scheduling System: 408-615-2400

## TEMPORARY CERTIFICATE OF OCCUPANCY EXTENSION REQUEST

### To request an extension of a TCO where there is no change in scope of the current TCO:

Submit to City of Santa Clara Permit Center email: [permitcenter@santaclaraca.gov](mailto:permitcenter@santaclaraca.gov) along with proof of approval to extend the TCO by all departments currently not cleared from the permit. You will be contacted by email when your request has been processed. For questions, please call 408-615-2420 or email: [permitcenter@santaclaraca.gov](mailto:permitcenter@santaclaraca.gov)

Date of Request: \_\_\_\_\_

Permit Address: \_\_\_\_\_  
(work site address in Santa Clara)

Permit Number: \_\_\_\_\_

Proposed Date of Completion (extend to): \_\_\_\_\_

I would like to request an extension of the above Temporary Certificate of Occupancy for the following reason(s): **\*\*LIST CURRENT OUTSTANDING IMPEDIMENTS TO FINAL-BE SPECIFIC\*\***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**\*\*PLEASE ATTACH PROOF OF APPROVAL TO EXTEND FROM ALL DEPARTMENTS NOT YET CLEARED FROM THE PERMIT**

Property Owner Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

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OFFICE USE ONLY

\_\_\_\_ Extended: New expiration date \_\_\_\_\_

\_\_\_\_ Not Extended per: \_\_\_\_\_ Date: \_\_\_\_\_

Notified on: \_\_\_\_\_ by \_\_\_\_\_ via: \_\_email \_\_Phone